



Job Description: University Relations Coordinator

Company: Rock The Street, Wall Street

About Us:

Rock The Street, Wall Street (RTSWS) is a dynamic nonprofit organization operating across three countries. Our mission is to inspire and equip high school and college young women with the skills to succeed in finance and careers related to STEM (Science, Technology, Engineering, and Mathematics). We achieve this by providing investment literacy programs, mentorship, and access to real-world career opportunities.

Position Overview: We are seeking a highly motivated and dynamic University Relations Coordinator to join our team. The successful candidate will be responsible for driving exponential growth in our university relationships, fostering new and existing connections with colleges and universities, specifically targeting institutions with strong finance programs for young women. This role is key in advancing our mission to support the professional development and career readiness of women pursuing finance-related majors.

Key Responsibilities:

1. University/College Engagement:

- Identify and engage with colleges and universities that offer finance and finance related programs with a focus on promoting opportunities for young women in the field.
- Build and maintain relationships with key college faculty, student organizations, career centers, and relevant departments to create new collaboration opportunities.
- Work closely with academic institutions to develop pipelines for young women to engage with finance-related internship and career programs.
- Promote the organization's mission and resources to students majoring in finance and business computational fields, ensuring they are aware of the programs and benefits available to them.
- Meet goals to increase registration and engagement on the RTSWS Career Center.

2. Event Planning & Coordination:

- Plan and execute networking events, panel discussions, webinars, and workshops tailored to the interests and needs of both alumni and college students.
- Organize and execute alumni events, both virtual and in-person, to strengthen the alumni community and facilitate networking opportunities.



- Work collaboratively with internal teams to create compelling event content and ensure high levels of engagement from both college students and alumni.
 - Working with financial firms to communicate applicants, roles and opportunities.
- 3. Alumni Development and Outreach:**
- Develop and maintain strong relationships with alumni to foster engagement, loyalty, and support for the organization's initiatives.
 - Assist in the design and implementation of initiatives aimed at supporting young women in finance, such as mentorship programs, internship placements, scholarships, and professional development workshops.
 - Promote these programs through outreach efforts at colleges, universities, and within the alumni network.
 - Track and measure the impact of outreach and programming, adjusting strategies as necessary to achieve desired outcomes.
- 4. Reporting & Data Management:**
- Maintain detailed records of engagement and college partnership activities.
 - Track metrics related to program participation, alumni engagement, and college outreach efforts, providing regular updates to leadership.

Qualifications:

- Bachelor's degree in a related field (e.g., Communications, Business, Education, or Finance).
- 3+ years of experience in event planning, alumni relations, sales, or a related field.
- Knowledge of the finance industry and experience with women-focused initiatives is a plus.
- Strong communication and relationship-building skills, both written and verbal.
- Proven ability to engage and collaborate with diverse groups, including students, faculty, alumni, and external collaborators.
- Event planning and program management experience.
- Highly organized with the ability to handle multiple projects simultaneously.
- Self-motivated with a passion for supporting women in finance and advancing their professional growth.

Additional Skills (Preferred but not Required):

- Experience with CRM software (e.g., Salesforce, Raiser's Edge).
- Familiarity with social media platforms and strategies for engaging college students and alumni.

Salary: Starting at \$60,000, commensurate with experience.

Benefits:

- 401(k)



Rock The Street, Wall Street

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Ability to Commute:

Brentwood, TN 37027 (Required)

Ability to Relocate:

Brentwood, TN 37027: Relocate before starting work (Required)

Work Location: Hybrid remote in Brentwood, TN 37027

If you're passionate about empowering the next generation of women leaders in finance and have the skills to cultivate meaningful relationships with colleges and alumni, we encourage you to apply.

How to Apply:

Interested candidates should **submit a resume and cover letter to jobs@rockthestreetwallstreet.com. Please include "University Relations Coordinator" in the subject line.**